

Course : Medical Administrative Assistant

Course ID : KMAA

Prerequisites: Basics of Computers

<ul style="list-style-type: none">• Section- 1• Medical Terminology• Medical Word Parts• Combining Forms• Supplies• Prefixes• Body Systems• Section- 3• Introduction to Coding• ECD9 / Current Procedural Terminology• Healthcare Common Procedural Coding System (HCPCS)• International Classification Of diseases, 10th edition Clinical Modification (ICDIOCM) (ICD10PCS)	<ul style="list-style-type: none">• Section- 2• Medicare and Medical Managed Care Organizations / Workers Compensation• Health Maintenance Organization/ Preferred Provider Organization• Health Insurance Terminology• Insurance Verification/ Authorization• Section- 4• Electronic Medical Records• Processing Claims• Electronic Claims Transmission• Healthcare Initiatives• Healthcare Data Interchange• Medical Errors• Core Functions of Electronic Health Records• Clinical and Decision Support Tools <p>Data Entry at the point of at the point of Care E- Prescribing</p> <p>INTERVIEW QUESTIONS, RESUME & INTERVIEW TIPS</p>
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Each Day includes Theory and Lab practice

- Examples based on theory
- Exercises